

**S-E-C-R-E-T**

**OFFICE OF TRAINING**

**VACANCY NOTICE**

1. **POSITION TITLE:** Training Assistant, Intelligence School, Management Faculty

**GRADE:** GS-09; Candidates may be in GS grades 07 through 09 and preferably have several years of Agency experience.

2. **DESCRIPTION OF JOB:**

This position requires general support of instructors, administrative support of training classes and administration of a small working library. If qualified, the incumbent would do basic research, compile training materials, and participate in teaching.

3. **TYPE OF PERSON DESIRED:**

The person in this position should have a bachelor's degree, preferably in psychology, sociology, or education, and possess skill in writing. The person should be able to meet and deal with people in an easy, effective manner. The ability to type approximately 60 words per minute is also desired. It would be advantageous if the person has some experience in teaching or research and first-line supervision.

4. **DEADLINE FOR NOMINATIONS:** 18 January 1963

25X1A

Personnel Officer, OTC

**Distribution:**  
All OTC Personnel

**GROUP I**  
Excluded from automatic  
downgrading and  
declassification